

RECORD OF PUBLIC BID OPENING

Requisition # A-088670

Bid Title: Huetter POE Janitorial Services

Bid Closing Date: @ 5:00 PM

Bid Open Date: @ 10:30 AM

**STATUS – AWARDED**

Business Name: REYNOLDS/PETERSON INC

ITEM	DESCRIPTION / BUILDING	PRICE PER MONTH	MONTH	AMOUNT BID
Bldg 1256	HUETTER POE BUILDING	\$ _680.50_ *	x 12	\$ _8,166.00
*Note: Semi-annual carpet cleaning must be pro-rated over monthly bid amount. ( <i>Cost x 2 ÷ 12 months</i> ).				
Lawn / Grounds	POE ISLAND AREA ONLY	\$ _150.00_	x 7*	\$ 1,050.00_
*Note: Lawn maintenance, raking and other outdoor cleaning will be required for only seven months annually—April through October.				

**TOTAL COST: \$ \_9,216.00\_**

RECORD OF PUBLIC BID OPENING

Requisition # A-088670

Bid Title: Huetter POE Janitorial Services

Bid Closing Date: @ 5:00 PM

Bid Open Date: @ 10:30 AM

**STATUS – UNDER EVALUATION**

Business Name: REYNOLDS/PETERSON INC

ITEM	DESCRIPTION / BUILDING	PRICE PER MONTH	MONTH	AMOUNT BID
Bldg 1256	HUETTER POE BUILDING	\$ _680.50_ *	x 12	\$ _8,166.00
*Note: Semi-annual carpet cleaning must be pro-rated over monthly bid amount. ( <i>Cost x 2 ÷ 12 months</i> ).				
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*Note: Lawn maintenance, raking and other outdoor cleaning will be required for only seven months annually—April through October.				

**TOTAL COST: \$ \_9,216.00\_**

**INVITATION TO BID**  
**JANITORIAL SERVICES & GROUNDS MAINTENANCE**  
**HUETTER PORT OF ENTRY**  
**IDAHO TRANSPORTATION DEPARTMENT (ITD) DISTRICT 1**  
**COEUR D'ALENE IDAHO**

REQUISITION # A-088670

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Bid Schedule	Signature Page
Contractor's Affidavit	Fax Back
Bidders Responsibility Page	Potential Bidders List

**IDAHO TRANSPORTATION DEPARTMENT (ITD)  
INVITATION TO BID**

**JANITORIAL SERVICES & GROUNDS MAINTENANCE  
HUETTER PORT OF ENTRY**

September 11, 2008

**Physical Address**

Idaho Transportation Department  
Business and Support Management Purchasing Unit  
3311 West State Street  
Boise, Idaho 83703

**REQUISITION #: A-088670**

**ALL sealed bids must be received by 5:00 PM MDT on September 24, 2008. Sealed bids will be opened at 10:30 AM on September 25, 2008** at Business and Support Management Purchasing Unit, at 3311 West State Street in Boise. The scope of work shall consists caretaker management firms or individuals to provide Janitorial Services and Grounds Maintenance, at Idaho Transportation Department (ITD), Port-of-Entry (POE) located off I-90 at the East Bound rest area exit at MP 8.5, as per the specifications contained in this ITB, requisition A-088670.

Prospective bidders can arrange to visit the location by contacting Connie Blacketer at (208) 769-1551.

Contact Evey McAdams, Contract Program Specialist, for clarification of bid requirements at (208) 334-8084.

**All Questions** relating to bid specifications must be fax to: (208) 332-4109

**FOR BID: UPDATES, ADDENDUMS, BID RESULTS, OR PLAN HOLDERS LIST go to:**  
**<http://itd.idaho.gov> "Doing Business with ITD"**

**RETURN BID IN A SEALED ENVELOPE CLEARLY MARKED AS SHOWN:**

<b>Business Name:</b> _____ <b>Requisition #: A-088670</b> <b>Bid Close Date:</b> September 24, 2008 – 5:00 PM MDT <b>Bid Open Date:</b> September 25, 2008 – 10:30 AM MDT <b>Item Bidding:</b> Janitorial Services /Ground Maintenance – Huetter Port of Entry
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**Mailing Address**

Idaho Transportation Department  
Business and Support Management Purchasing Unit  
P.O. Box 7129 Boise, Idaho 83707-1129

## **SPECIAL PROVISIONS**

### **JANITORIAL SERVICES & GROUND MAINTENANCE HUETTER POE**

#### **I. SCOPE OF WORK**

##### **1. PURPOSE**

The Idaho Transportation Department (ITD) is seeking bids from caretaker management firms or individuals for Janitorial Services, at Idaho Transportation Department (ITD), Port-of-Entry (POE) located off I-90 at the East Bound rest area exit at MP 8.5, as outlined in the specifications contained in requisition number A-088670.

The Contractor shall perform janitorial and housekeeping services furnishing all labor, equipment, supplies, tools and materials required to effectively clean the designated areas as described in the Custodial Services Contract, Weekly Record of Work Performed (attached).

##### **2. COMMENCE DATE**

Contract will commence on October 1, 2008, or after all the required documents have been approved.

The Department, reserves the right to cancel this contract within thirty (30) days of written notice of failure to complete the agreed/assigned tasks stated within these bid specifications.

##### **3. GENERAL REQUIREMENTS**

Prior to commencement of work, the Department will arrange a conference between the Contractor and ITD District 1 personnel at a site and time selected by the Department to discuss the contract terms and work performance requirements. During this meeting, the Contractor must present an outline with their proposed procedures for accomplishing the work required of the contract.

The Contractor shall provide a list of employees who will be working in the Huetter Port of Entry Building and all other facilities listed within these specifications. **Only** those listed employees will be allowed in the Huetter Port of Entry Building. As new employees are hired, the contractor must provide the POE contract coordinator, Connie Blacketer at (208) 769-1551, with an updated employee listing before the employee will be allowed on the premises.

All contract related work, shall be completed three (3) times per week, between the hours of 5:00 PM and 8:00 PM. A separate date and time may be arranged for the semi-annual carpet cleaning by prior approval of the contract coordinator.

Under the terms of this agreement, the Contractor and employees are prohibited from operating or advertising any commercial enterprise or activity on any premises which are the subject of the proposed agreement.

Floors, doors, toilets, hand dryers, wash basins, soap dispensers, and mirrors shall be scrubbed thoroughly as per the Custodial Services Contract, Weekly Record of Work Performed. A heavy duty detergent containing a deodorant and an antibacterial agent shall be used for this purpose. After

washing, the fixtures shall be wiped dry with a clean rag and the floors shall be dried using forced air or dry mopping techniques.

All cleaning tools shall be kept in good repair with mops laundered or replaced monthly. Cleaning utensils (brushes, rags, etc.) used to clean toilets **shall not** be used to clean other fixtures or bathroom items.

A dumpster adequate for the refuse generated by the Huetter POE facility, grounds, and public trash cans shall be provided and maintained by the contractor. Dumpster is to be emptied weekly, or as determined by the contract coordinator. Smaller garbage containers shall be emptied into the dumpster, cleaned, and the lids washed as per the Custodial Services Contract, Weekly Record of Work Performed

Soap and paper product dispensers shall be replenished as necessary, from stores provided by POE per the contract coordinator. At least one half roll of biodegradable toilet paper should be in evidence in each bathroom. Odor suppressant materials (air deodorizer, etc.) shall be used and replenished as needed to control unpleasant odors.

Cleaning will be performed as per the Custodial Services Contract, Weekly Record of Work Performed.

All cleaning supplies and other materials furnished by the Contractor are subject to prior approval by the Department. Material Safety Data Sheets (MSDS) must be available for all appropriate products.

The Contractor shall immediately remove any graffiti or markings of any kind on any surface inside the restrooms.

All lost and found items shall be turned into the Huetter Port of Entry Building for storage and disbursement.

The contractor shall immediately notify the Department of any problems involving the sewage system.

The Department will be responsible for pumping, cleaning and disposing of sewage from the septic tanks.

During the growing months, April through October, the contractor shall mow the lawns at least once a week to maintain a height of not more than 2 inches or as directed by the department, and edge and trim along all curbs and using a power edger and trimmer.

Lawn clippings, needles, leaves and other debris shall be removed immediately from the POE island area and deposited in the contractor-provided dumpster. The debris may be stored in the dumpster, but must be hauled away to an approved landfill at least once per week. Debris cannot be stored, buried or burned on ITD/POE grounds.

ITD/POE will apply all fertilizer, weed control or other herbicides, and will be responsible for insect and rodent control.

The Contractor **shall not** use the maintenance crossovers at milepost 8.11 and 9.07 in the performance of this contract.

In the event questions concerning areas of responsibility and duties arise, the ITD shall have final authority.

#### **4. SPECIAL REQUIREMENTS**

The Contractor is required to provide the name of their contact person(s), available 24 hours a day, and their work and home telephone number(s) which shall be made available to the POE Contract Administrator.

Employees are prohibited from having firearms in their possession while on duty.

The Department reserves the right to require the Contractor to remove employees from the job, covered by this contract, who endanger persons or property or whose continued employment does not serve the best interest of the State.

The Department reserves the right to perform random inspections of Contractor's performance and withhold contractor's payments in conjunction with substandard or defective work. Payment will be made upon correction of any substandard or defective work. Contractor will keep a weekly record of all work performed and shall provide said weekly record to the POE Contract Administrator

#### **5. WORK LOCATIONS**

Huetter Port of Entry Building – #1256 **(1,430 square feet)**.

#### **6. CONTRACTORS RESPONSIBILITY**

The Contractor shall be responsible for the purchase of **all** cleaning supplies required to effectively maintain the cleaning of the Huetter Port of Entry Building.

#### **7. DEPARTMENTS RESPONSIBILITY**

POE, through ITD, shall supply all consumable materials and supplies to effectively maintain the specified work. This shall consist of: Toilet paper; paper towels; and, hand soap. POE will supply ice melt, if required. Minor maintenance and repairs shall be the responsibility of the ITD.

## **II. TERMS AND CONDITIONS**

### **1. STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION**

The Standard Specifications for Highway Construction (ITD 2004) and any updates are incorporated by reference where applicable to this project. The Idaho Transportation Department's Standard Specifications for Highway Construction manual is available to the Contractor for \$30.00 plus tax. Contact the Idaho Transportation Department at 334-8430 to purchase.

### **2. CONTRACT ADMINISTRATION**

Unless otherwise modified by this Invitation to Bid, the contract and work for the project shall be administered in accordance with ITD's 2004 Standard Specifications for Highway Construction. The most current version of ITD's Supplemental Specifications to the 2004 Standard Specifications shall also apply

### **3. CONTRACT AWARD**

Award of contract will be "**ALL OR NONE**".

### **4. CONTRACT TERM**

The term of this contract will be for two (2) years, with the option to renew for two (2) additional one (1) year periods when agreed upon by both the Contractor and the Idaho Transportation Department (Department). The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or contracts or any portions thereof, or his right, title or interest therein.

### **5. CLAIMS FOR ADJUSTMENT AND DISPUTES**

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the District Engineer, in writing of their intent to file a claim. If such notification is not given, then the Contractor shall thereby waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all elements in the letter shall be included. The claim will be considered and a determination made. The District Engineer will notify the Contractor in writing of the decision.

The decision will be final and conclusive unless, within thirty (30) days from receipt of the District Engineer's letter, the Contractor submits an appeal in writing to the Purchasing Agent. All pertinent information, references, arguments and data to support the claim shall be included. The Purchasing Agent will review the claim and the Contractor will be notified by mail. This decision will be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor will be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final



decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

## **6. FORCE MAJEURE**

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the State promptly in writing of any cause for delay and the State concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

## **7. COMPLIANCE**

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have 72 hours in which to respond in person to the complaint, to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in SECTION 8 TERMINATION.

If the District Engineer is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

## **8. TERMINATION**

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, the Department, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as the Department sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to the Department.

## **9. INDEMNIFICATION**

The Contractor shall indemnify, save harmless, and defend regardless of outcome, the State from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

## **10. ILLEGAL ALIENS**

The contractor warrants that any contract resulting from this solicitation is subject to Executive Order 2006-04 ([http://gov.idaho.gov/mediacenter/execorders/eo06/eo\\_2006-40.html](http://gov.idaho.gov/mediacenter/execorders/eo06/eo_2006-40.html)); it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United State; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for termination of its contract.

### **III. BID GUIDELINES**

#### **1. PERFORMANCE**

Submission of a bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint them with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the Department's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.

#### **2. BIDDING REQUIREMENTS AND CONDITIONS**

Sealed Bids will be received at the time and place stated on the Signature Page. Timely receipt of Bids will be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. No Bid will be accepted after the time indicated. All material that is submitted in accordance with this solicitation becomes the property of the State of Idaho and will not be returned.

The bidder shall submit their bid upon the forms furnished by the Department. In the bid schedule, the bidder shall specify a unit price in figures for each pay item for which a quantity is given and show the products of the respective unit prices and quantities written in figures in the column "Amount Bid," and the total amount of the bid obtained by adding the amounts of the several items. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. All figures shall be written in **blue ink** or typed. Penciled entries will not be accepted. If entries are in pencil, the bid shall be considered irregular and the bid will be rejected.

The bid shall be signed with **blue ink** by the individual or agency authorized to sign and submit this bid for the bidder. The bid signature page must include the bidder name and address and the state and address in which the business is domiciled.

#### **3. IRREGULAR BID**

Bids will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by the Department.
6. If the Signature Page is not signed in **blue ink**.
7. If Addendums are not signed and returned with the Bid Documents.
8. Potential bidder does not attend the scheduled mandatory walk-through.
9. **Five percent (5%)** Guaranty (Bid Bond) is not an **original**, with an **original** Signature, submitted on an acceptable form signed by the bidder and their surety company.
10. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond.

#### **4. DISQUALIFICATION OF BIDDERS**

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid or bids:

1. More than one bid, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the State until any such participant shall have been reinstated as a qualified bidder.

#### **5. BID BOND (GUARANTY)**

No bid will be considered unless accompanied by a (5%) **original** guaranty of the character and in an amount not less than the amount indicated on the Bid.

If a surety bond is used, it shall be submitted on an acceptable form signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond.

## **6. BOND REQUIREMENTS (SURETY BONDS)**

The lowest responsive bidder shall furnish a performance bond and a payment bond each in the amount of \$20,000 or 12.5% of the total contract amount, whichever is greater.

The lowest responsive bidder may deposit government obligations in lieu of performance and payment bonds under the following conditions:

1. The obligations shall be acceptable to the State Treasurer.
2. The obligations shall be payable to, or fully negotiable by, the Department.
3. The obligation shall be in an amount equal at fair market value to the penal sum of the required surety bonds.
4. The bidder pays the initial and return transfer charges for transmittal of the obligation of the Treasurer's Office.

Within **90 days** after final completion of the contract those obligations deposited, as a performance bond will be returned, less any amount owed to the Department as a result of this contract. Obligations deposited, as the payment bond shall be held for a period of one year from the date of acceptance of the contract for settlement of claims in accordance with Idaho Code, Section 54-1927.

Government obligations shall be deposited with the State Treasurer with instructions to issue a safe keeping receipt to the Department.

## **7. CONSIDERATION OF BID**

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The results of such comparisons will be available <http://itd.idaho.gov>, *Information for Consultant, Contractors and Vendors, Bid Information-Non Highway Construction Projects*. The right is reserved to reject any or all bids, to waive technicalities, to advertise for new bids, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the State.

## **8. BIDDER CHALLENGE TO DEPARTMENT DETERMINATION**

A bidder who did not submit the lowest responsible bid as determined by the Department may within five (5) calendar days of bid opening file a written application to challenge the Department's determination of the lowest responsible bidder and apply to the Department's chief engineer for the appointment of a hearing officer to hold a contest case hearing. The application shall set forth in specific terms the reasons why the Department's decision is thought to be erroneous.

## **9. EXECUTION / AWARD OF THE CONTRACT**

The award of contract, if it is awarded, will be made within **15 calendar days** after the Intent to Award Notice letter has been mailed to the lowest responsive bidder whose bid complies with all requirements prescribed. However, the award may be deferred beyond **15 calendar days** by mutual written agreement between the Department and the lowest responsive bidder.

The contract shall be signed by the lowest responsive responsible bidder and returned **within 15 calendar days** after the bidder has received the contract. If the contract is not executed by the State within **15 calendar days** following receipt from the bidder of the signed contracts, the bidder shall have the right to withdraw their bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

#### **10. FAILURE TO EXECUTE CONTRACT**

Failure to execute the contract within **15 calendar days**, after the contract has been received by the bidder, shall be just cause for the cancellation of the award of contract. Award may then be made to the next lowest responsible bidder or the work may be re-advertised or otherwise, as the Department may decide.

#### **11. RETURN OF BID BOND (GUARANTY)**

Bid guaranties, except those of the two lowest responsive bidders, will be returned immediately following the opening and checking of the bids. The retained bid guaranty of the unsuccessful of the two lowest responsive bidders will be returned within 10 days following the award of contract and that of the successful bidder will be returned after satisfactory Surety bonds have been furnished and the contract has been executed.

## B I D SCHEDULE

### Janitorial/Housekeeping Services

Each Bid item shall be filled in completely by the Contractor in the bid schedule, by indicating total dollars and cents under Unit Price and Total Cost. All costs, including hourly rates, will be included here and will be fully burdened to include, but not limited to, wages, transportation, lodging, overhead, and per-diem. All figures shall be written in ink or typed. Penciled entries will not be accepted; bids will be considered irregular and rejected.

Requisition Number: **A-088670**

Business Name: \_\_\_\_\_

ITEM	DESCRIPTION / BUILDING	PRICE PER MONTH	MONTH	AMOUNT BID
Bldg 1256	HUETTER POE BUILDING	\$ _____ *	x 12	\$ _____
<b>*Note:</b> Semi-annual carpet cleaning must be pro-rated over monthly bid amount. <i>(Cost x 2 ÷ 12 months)</i> .				
Lawn / Grounds	POE ISLAND AREA ONLY	\$ _____	x 7*	\$ _____
<b>*Note:</b> Lawn maintenance, raking and other outdoor cleaning will be required for only seven months annually—April through October.				

**Total Cost:** \$ \_\_\_\_\_

**AWARD TO BE** "ALL OR NONE"

THIS CONTRACT WILL BE FOR A TWO (2) YEAR PERIOD WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS WITH MUTUAL AGREEMENT BETWEEN CONTRACTOR AND POE/ITD.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**IDAHO TRANSPORTATION DEPARTMENT  
SIGNATURE PAGE**

September 11, 2008

Idaho Transportation Department  
Business and Support Management Purchasing Unit  
3311 West State Street  
Boise, Idaho 83703

**REQUISITION #: A-088670**

**TITLE: Janitorial Services & Ground Maintenance**

This ITB response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed above. By my signature below I accept the terms and conditions as incorporated into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Bidder or Offeror.

FEDERAL IDENTIFICATION # \_\_\_\_\_

Company Name: \_\_\_\_\_

State of Domicile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If not domiciled in the State of Idaho, please provide an address where business is conducted in the State of Idaho:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Bidder Signature/Authorized Signature

\_\_\_\_\_

Name (Please Print) \_\_\_\_\_ DATE: \_\_\_\_\_

**BY SIGNING, BIDDER ACKNOWLEDGES ITS RESPONSIBILITY FOR ANY ADDENDA THAT HAVE BEEN ISSUED FOR THIS SOLICITATION AND WILL COMPLY WITH ALL THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THIS SOLICITATION.**

**THIS PAGE MUST BE SIGNED, WITH AN ORIGINAL SIGNATURE, AND RETURNED WITH YOUR BID DOCUMENTS**

**CONTRACTOR'S AFFIDAVIT**

***CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE***

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned being duly sworn upon oath, deposes and says that \_\_\_\_\_  
(Contractor Name)

\_\_\_\_\_ complies with the provisions of Section 72-1717 Idaho

Code (Drug Free Workplace program); that \_\_\_\_\_ provides a  
(Contractor Name)

Drug-free workplace program that complies with the provisions of Idaho Code, title 72,

Chapter 17 and will maintain such program throughout the life of a state construction contract

and that \_\_\_\_\_ shall subcontract work only to subcontractors meeting  
(Contractor Name)

the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

By: \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at  
\_\_\_\_\_  
\_\_\_\_\_

**THIS PAGE MUST BE RETURNED WITH YOUR BID DOCUMENTS**



**Requisition # C-127460**  
**Project: HUETTER POE – JANITORIAL  
SERVICES & GROUND MAINTENANCE**

**INTENTION TO RESPOND**

To help us assist you better PLEASE fax back to:

**FAX # 208 332-4109**

Idaho Transportation Department  
Purchasing Section  
(3311 West State Street – 83703)  
PO Box 7129  
Boise, Idaho 83707-1129

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**BID CLOSING ON: 9/24/08 @ 5:00 P.M.      BID OPENS ON: 9/25/08 @ 10:30 A.M.**

**Please check all that apply**

\_\_\_\_\_ Company intends to prepare and submit a proposal to the requisition listed above.

\_\_\_\_\_ Company does not plan to respond.

\_\_\_\_\_ Other Message/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Individual/Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

(Please Print)

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

EMAIL: \_\_\_\_\_

**BIDDERS RESPONSIBILITY PAGE  
REQUISITION # A-088670**

**Janitorial Services  
HUETTER PORT OF ENTRY**

In order for your bid to be considered, the following must be included with your bid.

- 1) Affidavit of Alcohol and Drug Free Workplace Program
- 2) **“Signature Page”**
  - Page signed with **BLUE** ink and an original signature
- 3) **Bid Schedule** must be completed and signed with **BLUE** ink an original signature
- 4) **All Addenda** Must be Signed and returned with your Bid Documents.  
It is the Bidder’s responsibility to verify if an addendum was issued.
- 5) **ALL BIDS** must be submitted in a sealed envelope with the Requisition Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope.
- 6) **NO BID ADJUSTMENTS WILL BE ACCEPTED:** Any changes made to a bid must be submitted as a separate bid and all rules remain in effect. ALL REQUIRED paperwork must be re-submitted.

**HUETTER PORT OF ENTRY  
-POTENTIAL BIDDERS LIST-**

ABM JANITORIAL SERV 10221 WEST EMERALD STE 120 BOISE, IDAHO 83704	ENVIRONMENTAL SERVICES CO PO BOX 981 BLACKFOOT ID 83221 208 782 0588 208 785 8009	WESTERN BUILDING MTCE PO BOX 9408 BOISE ID 83707 208 345 2951 208 345 9716
ROCKY MOUNTAIN SERVICES 4500 YELLOWSTONE POCATELLO ID 83202 208 237 9150 208 237 6025	EMPIRE MAINTENANCE 2414 HARMONY HEIGHTS OROFINO ID 83544 208 476 9997	ACE BROTHERS 11881 N DIAMOND DR HAYDEN ID 83835
NEATNIK PO BOX 2607 COEUR D'ALENE ID 83816 208 667 7407 208 691 6271	VARSITY CONTRACTORS PO BOX 15811 BOISE ID 83715 208 323 7808 208 377 4471	ORLENE REYNOLDS REYNOLDS/PETERSON PO BOX 1961 HAYDEN ID 83835 208 773 1211
PERFECTION CLEANING 3247 N HUETTER RD COEUR D'ALENE ID 83815 208 676 9336	SERVICE MASTERS BY THE LAKE 2775 N HOWARD STREET COEUR D'ALENE ID 83815 208 765 5741	THURMAN QUALITY JANITORIAL 4920 E INDUSTRIAL AVE COEUR D'ALENE ID 83815 208 664 5984
ABOVE & BEYOND JANITORIAL 101 W PRAIRIE SHOPPING CTR #242 HAYDEN ID 83835 208 818 3175		